

Landscape Pond General Permit

A General Permit is available for landscape ponds under NR 343, Wis. Adm. Code. To qualify for this general permit, your project must meet the following conditions and information needs:

1. With this application you must submit photographs showing the entire project site in relation to the navigable watercourse in pre-construction condition.
2. The site meets the construction site performance standards of s. NR 151.11, Wis. Adm. Code, for land disturbing construction activities greater than one acre for non-transportation projects and s. NR 151.23, Wis. Adm. Code, for transportation projects.
3. No portion of the berm or pond may be any closer than 35 feet from the ordinary high-water mark or within 500 feet of the location of any public rights feature as described in NR 1.06.
4. The pond or artificial water body is not constructed, dredged or enlarged in a wetland.
5. The pond may not be associated with non-metallic mining activities.
6. The pond must not be a part of a storm water management plan.
7. The pond must not be connected to a navigable waterway.
8. *Fish will not be reared in the landscape pond unless prior department approval has been granted in writing.*
9. The excavated material may not be temporarily or permanently stored in a wetland, floodplain, or below the ordinary high-water mark of any navigable body of water.
10. The pond or artificial waterbody is not constructed, dredged, or enlarged in the regulated floodplain.
11. If the department determines that a proposal submitted under this section has the potential to impact an endangered or threatened species in accordance with s. 29.604, Stats., the application shall be deemed incomplete. The department may not consider the application complete or issue a general permit until the applicant submits information to demonstrate one of the following:
 - a. that the project either avoids impacts to the threatened or endangered species or
 - b. that the project has received an incidental take authorization under 29.602, Stats.
 - c. If the project is modified, the applicant must submit the revised plan before the application can consider the application complete or issue a general permit.

If your project will meet all the above requirements, follow the instructions on the following pages to submit a General Permit Application to the Department. We will respond within 30 days of receipt to notify you that your project is approved, or that additional information is required to complete your application. In some cases, you may be notified that your project requires an Individual Permit.

For more information about Waterway Permitting in Wisconsin, see our website at:

<http://www.dnr.state.wi.us/org/water/fhp/waterway/index.shtml>

Application Requirements

All applications for a General Permit require a completed General Permit Application form #3500-108, with additional sheets as necessary. Follow the instructions below to complete the application form.

Section I: Landowner Information

Provide the legal name of the person, firm, public organization or any other entity that owns the project site described in Section III of the application. The contact person should be the person completely familiar with the construction site activity and charged with compliance and oversight of the permit. The mailing address, phone number, and e-mail address if available, should be for the contact person.

Section II: Contractor Information

If known at the time of application, provide the legal name of the person, firm, or any other entity that will be the major contractor in charge of the proposed project at the site described in Section III of this application. The contact person should be the project site manager completely familiar with the activity and charged with implementation of the permit. The mailing address, phone number and e-mail address if available, should be for the contact person.

Section III: Site Information

Provide the site's official or legal name and complete address, including county, city, state and zip code. Provide the name of the waterway where the project is located. List the public lands survey location [quarter-quarter, quarter, section, township and range (to the nearest quarter section)] of the site. If the site is more than one quarter, enter the quarter that best describes the location of the site. The web site at the link below can help you with the public lands survey location: <http://maps.dnr.state.wi.us/imf/dnrimf.jsp?site=webview>. Use additional space if needed to describe the site location.

Section IV: Additional Information

Dates: Enter the project's anticipated start and end dates.

Photos: Enter the date of photographs included with the application. Attach or enclose clear photographs of the project site. Include at least one front view and one side view that each depict the area where construction work will occur from the waterway, and one view of the entire site from the waterway. Too much snow cover or vegetation may obscure important details, so be sure that your photographs show the site in its existing condition. NOTE: You will also be required to submit photographs after your project is completed.

Section V: Location Sketch, Materials List and Project Plans

Refer to the sample diagram on the last page for assistance

Location Sketch: Provide a sketch or map that identifies the project site referenced to the nearest town road or county/state highway. Be sure the map has enough detail so that we can easily find the site. Include your fire number if applicable.

Materials List: Provide a list indicating the size, type, and quantity of materials that you plan to use for the project. Explain what types of erosion control methods you will use and how you will stabilize the site (for example: silt fence, straw bales, and/or seed & mulch).

Project Plans: Provide scaled plans showing the top and cross-section views, on the blank plan sheet in the application and additional sheets of 8-½ x 11-inch or 11 x 17-inch paper as necessary. Also submit a narrative summary of all information. Include the following in your plans and narrative:

1. OWNERSHIP. A copy of the deed, lease, land contract or other document showing ownership.
2. PERMISSION. Permission from landowner to enter the site.
3. PLANS. Plan drawing sheet.
4. DESCRIPTION. A narrative description of the pond or artificial water body proposal describing:

- a. What the project is.
- b. Methods, materials and equipment to be used.
- c. A construction schedule and sequence of work.
- d. Erosion control and landscape management plans in accordance with #6 and #7.
5. SITE MAP, including all of the following:
 - a. Existing topography and drainage patterns, roads, waterways and floodplain boundaries.
 - b. Location, description and elevation of a reference benchmark (permanent vertical reference).
 - c. Horizontal and vertical scale and north arrow.
 - d. Approximate identification of the ordinary high water mark.
 - e. Area between the project site and the water body to be left undisturbed.
 - f. Boundaries of the construction site, i.e., lateral extent of land disturbing construction activity.
 - g. Drainage patterns and approximate slopes anticipated after major grading activities, including the existing and proposed slope of the bank and the water level of the existing waterway.
 - h. Area of soil disturbance in square feet and volume of earth to be added or removed in cubic yards.
 - i. Location of any disposal area for dredged or excavated materials.
 - j. Location of major structural and non-structural controls identified in the erosion control plan.
 - k. Location of areas where stabilization practices will be employed.
 - l. Areas that will be vegetated following land disturbing construction activities.
 - m. Area and location of wetland acreage on the pond or artificial water body site and locations where landscape is discharged to a surface water or wetland within one-quarter mile downstream of the pond or artificial water body site.
 - n. Areas used for infiltration of post-construction landscape runoff.
 - o. An alphanumeric or equivalent coordinate system for the entire construction site.
6. EROSION CONTROL PLAN. A site-specific erosion control plan in accordance with s. NR 216.46(1) to (4), Wis. Adm. Code, with a site map showing all the information identified in Section V.
7. LANDSCAPE MANAGEMENT PLAN. A site-specific landscape management plan in accordance with s. NR 216.47, Wis. Adm. Code.
8. ALL NECESSARY INFORMATION. All other information needed to show that the project will comply with the conditions identified on page 1 of these Instructions.

Section VII: Certification

State regulations require this form to be signed as follows:

1. For a corporation, by a responsible corporate officer including president, secretary, treasurer, vice president, manager, or a duly authorized representative having overall responsibility for the operation covered by this permit;
2. For a unit of government, by a ranking elected official, or other duly authorized representative;
3. For a partnership, by a general partner; and for a sole proprietorship, by the proprietor;
4. For a limited liability company, by a manager.

After signature, print the name of the individual signing the application and date of signature. If the form was prepared by a consultant or someone other than an employee of the property owner, please provide the name and address where this person may be contacted.

Submit your application

A **\$50 fee** is required for a Landscape Pond General Permit. Remit a check or money order payable to the Wisconsin Department of Natural Resources (do not send cash). An application submitted without the required application fee will be considered incomplete.

Submit three (3) copies of the completed application, narrative and plans. Send the complete application and fee to the DNR office listed below:

NORTHERN REGION COUNTIES

Ashland	Lincoln	Aquatic Habitat Coordinator
Barron	Oneida	DNR Service Center
Bayfield	Polk	107 Sutliff Avenue
Burnett	Price	Rhineland, WI 54501
Douglas	Rusk	phone (715) 365-8926
Florence	Sawyer	
Forest	Taylor	
Iron	Vilas	
Langlade	Washburn	

NORTHEAST REGION COUNTIES

Brown	Marquette	Aquatic Habitat Coordinator
Calumet	Menominee	DNR Service Center
Door	Oconto	1125 N. Military, Box 10448
Fond du Lac	Outagamie	Green Bay, WI 54307-0448
Green Lake	Shawano	phone (920) 492-5817
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

WEST CENTRAL REGION COUNTIES

Adams	Marathon	Aquatic Habitat Coordinator
Buffalo	Monroe	DNR Service Center
Chippewa	Pepin	1300 W. Clairemont, Box 4001
Clark	Pierce	Eau Claire, WI 54702-4001
Crawford	Portage	phone (715) 839-1600
Dunn	St Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
LaCrosse		

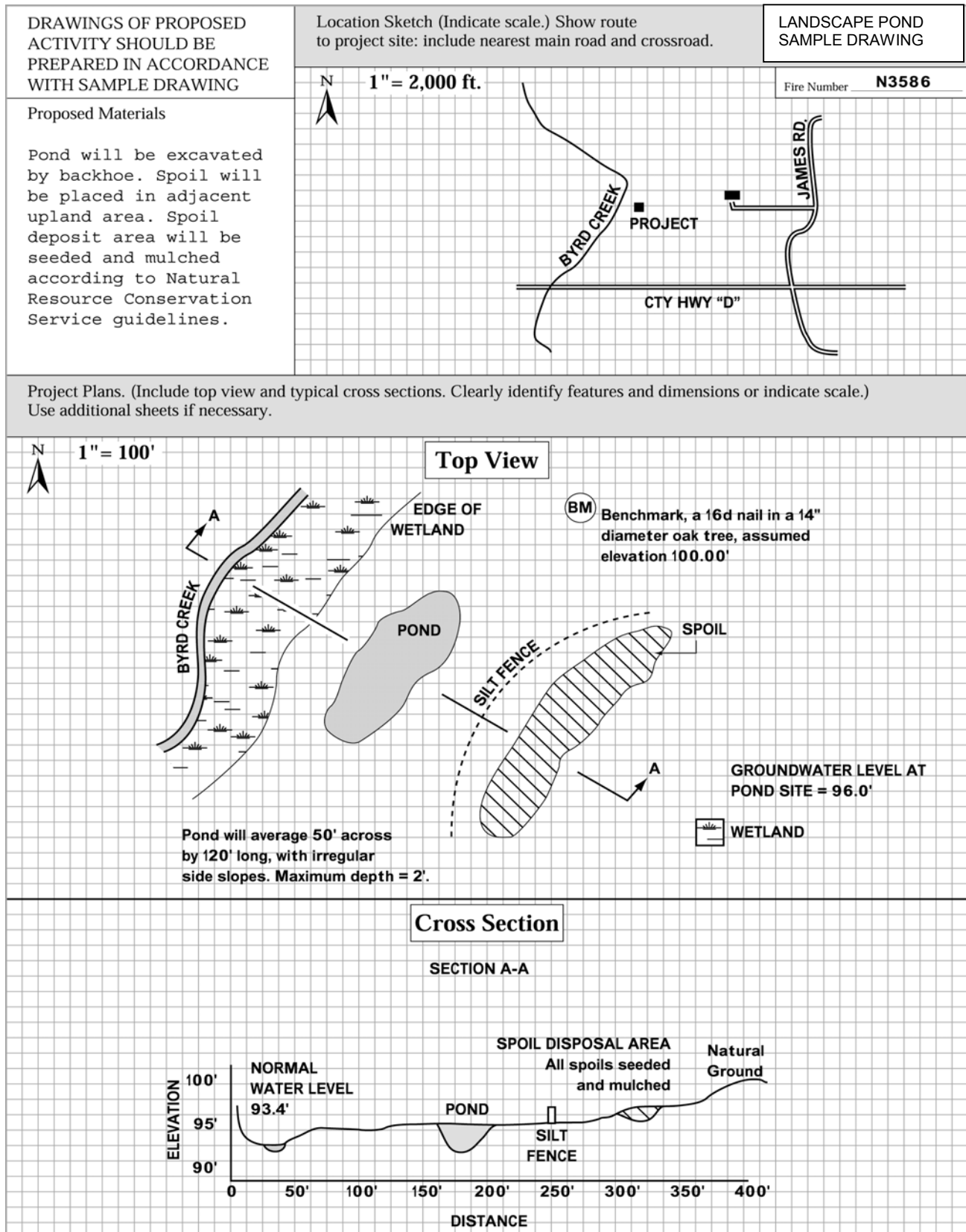
SOUTH CENTRAL REGION COUNTIES

Columbia	Iowa	Aquatic Habitat Coordinator
Crawford	Jefferson	DNR Service Center
Dane	Lafayette	3911 Fish Hatchery Road
Dodge	Richland	Fitchburg, WI 53711
Grant	Rock	phone (608) 275-3282
Green	Sauk	

SOUTHEAST REGION COUNTIES

Kenosha	Sheboygan	Aquatic Habitat Coordinator
Milwaukee	Walworth	DNR Service Center
Ozaukee	Washington	141 NW Barstow, Room 180
Racine	Waukesha	Waukesha, WI 53188
		phone (262) 574-2149

Note: This Sample Diagram may not include all information required in the instructions.



DRAWINGS OF PROPOSED
ACTIVITY SHOULD BE
PREPARED IN ACCORDANCE
WITH SAMPLE DRAWING

Proposed Materials

Location Sketch (Indicate scale.) Show route
to project site: include nearest main road and crossroad.



1" = _____ ft.

Fire Number _____

Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.



1" = _____ ft.

Top View

Cross Section